

# Peoria-Pekin Urbanized Area Transportation Study (PPUATS)

## Heart of Illinois Public Participation Plan

This document is a roadmap that describes the continued efforts and sets forth the policy of the PPUATS to involve public officials, community leaders, organizations, and area citizens in the transportation planning process.

### PPUATS Member Agencies

Peoria County  
Tazewell County  
Woodford County  
City of Chillicothe  
City of East Peoria  
City of Pekin  
City of Peoria  
City of Washington  
City of West Peoria  
Village of Bartonville  
Village of Creve Coeur  
Village of Germantown Hills  
Village of Morton  
Village of Peoria Heights  
CityLink  
Greater Peoria Regional Airport  
IDOT



**Tri-County Regional Planning Commission**  
**456 Fulton Street ▪ Suite 401 ▪ Peoria, Illinois 61602**  
**Telephone: (309)679-9330 ▪ Fax: (309)673-9802**  
**E-mail: [info@tricountyrpc.org](mailto:info@tricountyrpc.org)**  
**Website: [tricountyrpc.org](http://tricountyrpc.org)**

## Table of Contents

Table of Contents .....	ii
PPUATS Policy Committee.....	iv
PPUATS Technical Committee .....	iv
TCRPC Staff.....	v
Introduction.....	1
PPUATS.....	1
Voting Structure.....	2
Voting Procedure .....	2
Table 1: PPUATS Policy Committee.....	2
Table 2: PPUATS Technical Committee .....	2
Ad Hoc Committees.....	3
Public Participation Regulations .....	3
§ 450.316 Interested parties, participation, and consultation.....	3
Americans with Disabilities Act .....	5
Title VI of the Civil Rights Act of 1964 and Environmental Justice.....	5
Illinois Open Meeting Act.....	6
PPUATS Planning Process .....	6
The Long-Range Transportation Plan (LRTP) .....	6
The Transportation Improvement Program (TIP) .....	6
The Unified Planning Work Program (UWP).....	6
The Public Participation Plan (PPP) .....	7
Public Participation.....	7
LRTP and TIP Public Participation .....	7
UWP Public Participation .....	8
Public Participation Plan (PPP).....	8
Special Transportation Plans and Studies .....	9
Title VI and Environmental Justice .....	9
PPUATS Certification Review .....	9
Public Participation Strategies .....	10

Evaluating the Public Participation Strategies ..... 12  
    Table 3: Evaluation Metrics for Public Participation Strategies ..... 13

Appendix..... 16  
    Planning Area..... 16  
        Map 1: 2014 PPUATS Transportation Boundaries..... 16

    Public Review Sites ..... 17  
        Map 2: Public Review Sites ..... 17  
        Table 4: Public Review Sites ..... 18

    General LRTP Development Schedule ..... 18  
        Table 5: General LRTP Development Schedule..... 19

    Annual TIP Development Schedule..... 20  
        Table 6: PPUATS Member Agencies Fiscal Year Start Dates ..... 20  
        Table 7: Annual TIP Development Schedule..... 21

    Annual UWP Development Schedule..... 22  
        Table 8: Annual UWP Development Schedule..... 22

    PPP Development Schedule..... 23  
        Table 9: 2017 PPP Development Schedule..... 23

## PPUATS Policy Committee

Mayor Donald White, City of Chillicothe  
Mayor David Mingus, City of East Peoria  
Steve Ferguson, City of East Peoria  
Mayor John McCabe, City of Pekin  
Anthony Carson, City of Pekin\*  
Mayor James Ardis, City of Peoria  
Patrick Urich, City of Peoria  
Scott Reeise, City of Peoria,  
Chris Setti, City of Peoria\*  
Nick Stoffer, City of Peoria\*  
Ross Black, City of Peoria\*  
Mayor Gary Manier, City of Washington  
Jim Culotta, City of Washington\*  
James Dillion, City of West Peoria  
Kinga Krider, City of West Peoria\*  
Sharon McBride, CityLink  
Doug Roelfs, CityLink\*  
Jim Miller, IDOT  
Terissa Worsfold, IDOT\*  
**Stephen Morris, Peoria County**  
Tom O'Neill, Peoria County  
Mike Harris, Tazewell County  
Greg Sinn, Tazewell County  
Greg Menold, Tazewell County\*  
Village President Leon Ricca, Village of Bartonville  
Bob Lawless, Village of Bartonville\*  
Village President Fred Lang, Village of Creve Coeur  
Terry Keogel, Village of Creve Coeur\*  
Mike Hinrichsen, Village of Germantown Hills  
Village President Jeff Kaufman, Village of Morton  
Ginger Herman, Village of Morton  
Matt Fick, Village of Peoria Heights  
Kyle Smith, Village of Peoria Heights\*  
Doug Huser, Woodford County

## PPUATS Technical Committee

Kenneth Coulter, City of Chillicothe  
Rick Semonski, City of East Peoria  
Ty Livingston, City of East Peoria\*  
Michael Guerra, City of Pekin  
Katy Shackelford, City of Pekin\*  
Bill Lewis, City of Peoria  
Nick Stoffer, City of Peoria  
Stephen Letsky, City of Peoria  
Jane Gerdes, City of Peoria\*  
Andrea Klopfenstein, City of Peoria\*  
Ed Andrews, City of Washington  
Jon Oliphant, City of Washington\*  
Henry Strube, City of West Peoria  
Alicia Hermann, City of West Peoria\*  
Doug Roelfs, CityLink  
Joe Alexander, CityLink\*  
Terissa Worsfold, IDOT  
Jim Miller, IDOT\*  
Gene Olson, Greater Peoria Regional Airport  
Amy Benecke-McLaren, Peoria County  
Jeff Gilles, Peoria County  
Joshua Sender, Peoria County\*  
Craig Fink, Tazewell County  
Dan Parr, Tazewell County  
Eric Miller, Tri-County Regional Planning Commission  
Patrick Meyer, Village of Bartonville  
Courtney Allyn, Village of Creve Coeur  
Rick Becklin, Village of Germantown Hills  
**Craig Loudermilk, Village of Morton**  
Frank Sturm, Village of Morton\*  
Kyle Smith, Village of Peoria Heights  
Matt Fick, Village of Peoria Heights\*  
Lindell Loy, Woodford County

### Board Chair

\* Alternate

## **TCRPC Staff**

### Administration

Eric Miller, Executive Director

Debbie Ulrich, Office Manager

Jennifer Sloan, Accountant

### Staff

Ray Lees, Planning Program Manager

Ryan Harms, Planner III

Andrew Hendon, GIS Specialist III

Hannah Martin, Planner II

Michael Bruner, Planner I

Reema Abi-Akar, Planner I

## Introduction

The Peoria-Pekin Urbanized Area Transportation Study (PPUATS) is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area. The MPO area includes portions of Peoria, Tazewell and Woodford Counties. A map of PPUATS Urbanized Area and 20-Year Planning Boundary can be found in the Appendix.

MPOs are required in urban areas with a population of 50,000 or more to provide multi-modal transportation planning. The MPO brings together local governments, transportation authorities, citizens, and other interested parties to assist in creating transportation policy. These stakeholders help develop comprehensive plans that reflect the area's transportation vision for the future. The MPO consists of the Urbanized Area, and the 20-Year Planning Boundary, which is the area that is expected to become urbanized in the future.

It is the job of PPUATS staff to update federally mandated transportation planning documents, such as the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UWP). No federal funding can be applied towards transportation improvement projects, transportation services, or transportation studies in the PPUATS 20-Year Planning Boundary unless the project, service, or study are included in one or more of the above transportation planning documents.

The purpose of this document is to create a roadmap that describes the continued efforts and sets forth the policy of the PPUATS to involve public officials, community leaders, organizations, and area citizens in the transportation planning process. This document will provide a detailed explanation of PPUATS, the legal aspects of the public participation in transportation planning, federally mandated transportation planning documents, public participation strategies, and evaluation metrics for public participation.

## PPUATS

Metropolitan Planning Organizations were introduced by congress passing the Federal-Aid Highway Act of 1962. The Federal-Aid Highway Act of 1962 required the formation of MPOs in urbanized area with a population of 50,000 or more. As a result, the Tri-County Regional Planning Commission (TCRPC) was designated as the MPO for the Peoria-Pekin Urbanized Area by Illinois Governor Dan Walker in 1976.

TCRPC has delegated the responsibilities of the MPO to the Peoria-Pekin Urbanized Area Transportation Study (PPUATS). PPUATS consists of a Policy Committee, Technical Committee, staff, and planning partners.

The governing body of PPUATS is the Policy Committee. The Policy Committee is responsible for all official activities of PPUATS as specified in the "Joint PPUATS Funding Agreement." The Policy Committee is made up of elected officials representing their respective communities. The Policy Committee obtains input and advice on transportation matters from a wide variety of public and private sources, but primarily through the PPUATS Technical Committee.

The Technical Committee is made up of individuals appointed by their respective PPUATS communities. Most of the individuals are public works and/or engineering staff from their respective communities. The current membership for both PPUATS Policy and Technical committees can be found in the beginning of this document on page iv.

PPUATS staff is comprised of planning and technical professionals that are responsible for the day-to-day operations of the agency. The staff provides assistance and support to both Committees, and organizes public participation activities.

PPUATS planning partners, who provide information and expertise in planning for a multimodal transportation system include: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Illinois Department of

Transportation (IDOT), CityLink Transit, paratransit providers, freight representatives, environmental representatives, bicycle and pedestrian representatives, municipal and county governments, and the public.

PPUATS receives federal funding on an annual basis to carry out its vision outlined in the federally mandated transportation planning documents. The federal funds must be matched by the local jurisdictions that are part of PPUATS and must be used within the 20-Year Planning Boundary. In recent years, the Peoria area has received Federal transportation planning funds approaching \$500,000 per year, roadway construction funds approaching \$2 million per year, and public transit planning funds close to \$130,000 per year.

**Voting Structure**

Tables 1 & 2 list the voting structure of PPUATS. Each member has at least one vote. For those communities with multiple votes, each representative can only cast one vote for his or her community. Records of all votes are kept as part of the minutes.

Recommendations made by PPUATS Technical are forwarded to PPUATS Policy Committee for its consideration.

**Voting Procedure**

The Policy Committee shall vote on all recommendations presented by the Technical Committee. A simple majority is required to approve all Technical Committee recommendations. If a Technical Committee recommendation is not approved, the Policy Committee may, only after discussion, preliminarily approve a change to the recommendation by at least a 2/3 affirmative vote of the quorum present. In this case, the Policy Committee shall notify the Technical Committee of its intended action and wait until its next meeting to vote to modify the project. If at either the initial or subsequent meeting, a 2/3 vote cannot be obtained, the issue shall be automatically and immediately referred back to the Technical Committee for

reconsideration with the Policy Committee’s reasoning for denial.

*Table 1: PPUATS Policy Committee*

Jurisdiction	Votes
Peoria County	2
Tazewell County	2
Woodford County	1
City of Chillicothe	1
City of East Peoria	1
City of Pekin	1
City of Peoria	3
City of Washington	1
City of West Peoria	1
Village of Bartonville	1
Village of Creve Coeur	1
Village of Germantown Hills	1
Village of Morton	1
Village of Peoria Heights	1
CityLink	1
IDOT - District 4	1

*Table 2: PPUATS Technical Committee*

Jurisdiction	Votes
Peoria County	2
Tazewell County	2
Woodford County	1
City of Chillicothe	1
City of East Peoria	1
City of Pekin	1
City of Peoria	3
City of Washington	1
City of West Peoria	1
Village of Bartonville	1
Village of Creve Coeur	1
Village of Germantown Hills	1
Village of Morton	1
Village of Peoria Heights	1
CityLink	1
Greater Peoria Regional Airport	1
IDOT - District 4	1
Tri-County Regional Planning Commission	1

**Ad Hoc Committees**

The Technical Committee has the authority to establish and appoint members to other temporary or special purpose committees as needed to carry out the duties of the Technical Committee. Membership on these committees may consist of individuals from organizations not otherwise represented on the Technical or Policy Committees. Examples of committees formed by the Technical Committee to address specific issues are:

- BikeConnect HOI Steering Committee (2015)
- STU Criteria Committee (2015)
- 2015-2040 LRTP Technical Advisory Committee (2014)
- PPUATS Safety Committee (2012)
- ciCarpool Committee (2012)
- Highway Safety Committee (2010)

**Public Participation Regulations**

Transportation, in all forms, is a basic need of society. Partnering with the Illinois Department of Transportation (IDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Greater Peoria Mass Transit District (CityLink), and many other cooperating agencies, PPUATS seeks to provide an efficient and equitable surface transportation system for the Peoria Metropolitan Area.

PPUATS is made up of eleven-member communities: Bartonville, Chillicothe, Creve Coeur, East Peoria, Germantown Hills, Morton, Pekin, Peoria, Peoria Heights, Washington, and West Peoria; unincorporated portions of three member counties: Peoria, Tazewell, and Woodford Counties; and also the Greater Peoria Mass Transit District (CityLink), Peoria Airport, and IDOT-District 4. As of the 2010 Census, PPUATS 20-Year Planning Boundary encompassed more than 300,000 persons. In serving the twelve governments and the residents within, PPUATS recognizes the importance and necessity of the public participation plan.

The most recent transportation legislation signed into law that includes guidance and regulations for public participation is the Fixing America’s Surface Transportation Act (FAST). President Obama signed the FAST Act into law on December 4, 2015. Currently the guidance and regulations for public participation in the FAST Act are still being developed.

The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) of 2012 and its predecessors, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005, Transportation Equity Act of the 21<sup>st</sup> Century (TEA-21) of 1998, and the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, required the cooperation of all state and local jurisdictions and other transportation stakeholders to be in cooperation with each other while dealing with transportation and other governmental issues in the 20-Year Planning Boundary.

The Code of Federal Regulations (CFR) Title 23, Chapter I, Subchapter E, Part 450, Subpart C §450.316 (23 CFR 450.316) outlines the current federal regulations regarding public participation in transportation planning. Below is 23 CFR 450.316.

**§ 450.316 Interested parties, participation, and consultation**

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:



**(i)** Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

**(ii)** Providing timely notice and reasonable access to information about transportation issues and processes;

**(iii)** Employing visualization techniques to describe metropolitan transportation plans and TIPs;

**(iv)** Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

**(v)** Holding any public meetings at convenient and accessible locations and times;

**(vi)** Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

**(vii)** Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

**(viii)** Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

**(ix)** Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

**(x)** Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

**(2)** When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

**(3)** A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

**(b)** In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

**(1)** Recipients of assistance under title 49 U.S.C. Chapter 53;

**(2)** Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S.

Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

### Americans with Disabilities Act

The Americans with Disability Act of 1990 (ADA), as amended, requires involving the community, particularly those with disabilities, in the development and improvement of public services and capital facilities. Meetings and hearings must be held in ADA-compliant buildings. Reasonable accommodations such as qualified readers or interpreters, provision of or modifications to audio/visual aids or documents, or other visual, hearing, or mobility assistance must be made to assist those with disabilities to participate in meetings, planning, and programming activities.

### Title VI of the Civil Rights Act of 1964 and Environmental Justice

As an MPO and recipient of federal funding, PPUATS is required to document compliance with Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 states “*no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal*

*financial assistance.*” Title IV ensures that everyone in the United States has the right to take part in and receive the benefits of federally funded projects.

All programs which receive funding from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) are required to follow the U.S. Department of Transportation’s Title VI regulations of 49 CFR § 21. As a recipient of USDOT financial assistance, the TCRPC is required to prepare a Title VI Program as stipulated in the FTA Circular 4702.1B. The objectives of Circular 4702.1B are to provide FTA recipients with the direction, guidance and procedures to:

1. Ensure that the level and quality of the transportation planning process is provided in a nondiscriminatory manner;
2. Promote full and fair participation in transportation decision-making without regard to race, color, or national origin; and
3. Ensure meaningful access to transportation planning-related programs and activities by persons with limited English proficiency.

On February 11th, 1994 President Clinton issued Executive Order 12898 “Federal Actions to Address Environmental Justice in Minority Population and Low-Income Populations.” Environmental Justice (EJ) builds on to Title VI activities by including the consideration of the impacts to low-income populations in addition to minority populations into transportation planning and decision-making processes. The guiding principles of Environmental Justice are:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effect, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.

3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

**Illinois Open Meeting Act**

*“It is the public policy of this State that public bodies exist to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.”*

- Illinois Open Meetings Act, 5 ILCS 120/1

Public bodies, such as MPOs, must hold public meetings, provide a public comment period, and advertise before the meeting. Subcommittees of these public bodies that are all or partially subsidized by tax revenue must comply with the Act. In addition, the Act requires that agendas and minutes from the meetings be posted on the agency website and be available for review in the agency offices.

TCRPC makes a special effort to maximize the ability of the PPUATS Policy and Technical Committees to facilitate public involvement. All Policy and Technical Committee meetings are announced ahead of time. On an annual basis, a tentative list of the meeting dates and times for the upcoming year are published in the Peoria Journal Star and Pekin Daily Times for three days in the fall. Additionally, at least 48 hours before each meeting, agendas are disseminated to the mailing list and posted on the TCRPC website.

All meetings are open to the public with public comment solicited on all agenda and/or transportation-related topics. As a matter of practice, all agendas and notices are annotated with the note, *“Opportunities for public comment will be afforded.”*

Following all PPUATS meetings, detailed minutes are prepared, documenting actions and significant discussions. These minutes are available to the

public upon request or can be found on the TCRPC website.

**PPUATS Planning Process**

It is the job of PPUATS staff to update federally mandated transportation planning documents, such as the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UWP), and Public Participation Plan (PPP).

**The Long-Range Transportation Plan (LRTP)**

The LRTP is a comprehensive proposal for the further development, improvement and maintenance of the major transportation systems for the Peoria Metropolitan Area. The LRTP has a 20-year (minimum) time horizon and addresses all forms of transportation: highway, transit, pedestrian, public, and private. The LRTP is updated every 4-5 years.

**The Transportation Improvement Program (TIP)**

The TIP proposes expenditures using federal dollars for transportation improvements scheduled for the next four years. The listing includes all transportation projects proposed within the 20-Year Planning Boundary for the Peoria-Pekin Urbanized Area. The listing establishes priorities and is financially constrained (i.e., a project can only be included if there is a reasonable expectation of sufficient funding for its completion). The TIP is updated annually.

**The Unified Planning Work Program (UWP)**

The UWP is prepared annually to direct day-to-day work of the TCRPC staff and committees. The UWP outlines specific planning activities to be accomplished in the coming fiscal year, and assigns responsibilities to the various TCRPC departments. The bulk of the work is funded by grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

### **The Public Participation Plan (PPP)**

The PPP is a federally mandated document that details PPUATS policies and guidelines for providing opportunities for the public to be involved in transportation projects and planning activities.

### **Public Participation**

This section outlines the required regulations governing public participation per federal and state regulations outlined in the above section titled Public Participation Regulations. In addition to required regulation, this section also includes strategies that PPUATS staff utilize to keep the public informed and increase public participation on transportation-related projects and studies.

### **LRTP and TIP Public Participation**

To insure the public is provided reasonable access and timely information about transportation issues, LRTP and TIP draft documents are released to the public and given 30 days to review and comment. The draft documents can be found at the public review sites and TCRPC website. The public review sites are located throughout the 20-Year Planning Boundary in area public libraries. A map of the public review sites can be found in the Appendix.

Announcements are made to the public via public notices in the Peoria Journal Star and the Pekin Daily Times for three days prior to the beginning of the public review period. The notice denotes when the three public hearings will be held and the location of the 20 Public Review Sites.

During the 30-day public review period, three Public Hearings are held. Verbal comments and written submissions presented at the Public Hearings are generally responded to immediately or the topic is continued for later response. Minutes are compiled for all Public Hearings, where public comments and responses are recorded therein. All Public Hearing locations are selected with appreciation of the need to accommodate persons with disabilities.

If significant comments are received, PPUATS will appropriately modify the LRTP or TIP and redistribute a second draft for further review. This process continues until the PPUATS Policy Committee is satisfied that all comments have been appropriately addressed. A final adopted LRTP or TIP is then made available to the public. In the Appendix, Tables 5 and 7 outline the approximate development schedule for both the LRTP and TIP.

The LRTP can be amended or updated for reasonable cause at any time. Persons seeking to amend or refine the plan can initiate the process by contacting the TCRPC staff or any member of the PPUATS Technical or Policy Committees.

When significant changes are proposed once the LRTP has been adopted, an additional public review period will be provided. Significant changes to the LRTP will require a formal amendment by the Policy Committee. Normally, notification of the public via the PPUATS agenda mail-out is considered sufficient notice. Objections from citizens or Policy Committee members may warrant more lengthy comment periods.

If the amendment in question calls for a lengthier comment period, the Policy Committee in conjunction with IDOT will determine whether the amendment should involve a Public Hearing. If it is determined the amendment will need a Public Hearing, three Public Hearings will be held and the amendment will be made available at the public review sites. The amendment will also be available to the public by request. The Policy Committee and IDOT will base their choice to hold a Public Hearing for the amendment depending on the project's cost, scope, and maintenance/safety.

Significant changes to the TIP will require a formal amendment, and the public will be afforded a review/comment period. Length of the public review period will be based on the nature and significance of the change. Simply moving a project from the out year to the implementation year or minor changes to the project scope, costs, and funding sources are not normally considered significant changes that will necessitate a lengthy public review period.

Typically, non-significant changes can be made by placing the proposal on the Technical and Policy Committee agendas, distributing the agenda in the normal fashion, and allowing opportunity for comment on the change at the Technical and Policy Committee meetings.

### **UWP Public Participation**

The UWP is prepared annually. It describes, prioritizes, assigns responsibility, and allocates funds for planning work carried out within TCRPC (specifically PPUATS). The TCRPC fiscal year corresponds with the IDOT fiscal year, running from July 1st through June 30th. Even though formal work on the UWP does not normally begin until the January or February months, PPUATS begins consideration of items to be included in the next year's UWP as early as September or October. For this reason, individuals and/or organizations seeking planning work on a special topic should approach PPUATS as early as possible.

The UWP is not required to go through the formal 30-day public review process including public notices. Despite not going through the formal review, there are still many opportunities for the public to comment. Agendas will announce the distribution of the documents for both PPUATS Technical and Policy Committees. At the following month's meetings, the committees will discuss the documents and make comments. If no major changes are required, they will be approved during those meetings. The public can comment on any of these plans at the meeting where the document is distributed or discussed. If one is not able to attend, their comments and concerns can be sent to Tri-County staff, where they will be forwarded to the committees. Table 8 outlines the Annual UWP Development Schedule, located in the Appendix.

Amendments to the UWP are possible at any time. The public review period for amendments need not be more than the approximate two-week period between when proposed amendments are prepared and mailed out to the time of the Policy Committee meeting. The review period may be shortened or extended by the Policy Committee depending on the

significance of the amendment. Public comment will be accepted at any time.

### **Public Participation Plan (PPP)**

The PPP is a required document per Federal regulations. The PPP is a roadmap that describes the continued efforts and sets forth the policy of the PPUATS to involve public officials, community leaders, organizations, and area citizens in the transportation planning and improvement programming process.

PPUATS updates its PPP whenever there are significant changes to: (1) the planning process, (2) the geographic coverage area of the planning process, and/or (3) the approach of PPUATS in facilitating and encouraging public involvement.

When updating the PPP, the PPP Draft is distributed to the PPUATS Technical Committee, PPUATS Policy Committee, and the TCRPC. The PPP Draft is also forwarded to public review sites within the Peoria Metropolitan Area for community members to review. Public Notices are published in both the Peoria Journal Star and Pekin Daily Times for three days, beginning the 45-day public review period.

During the 45-day public review period, three Public Hearings are held. Verbal comments and written submissions presented at the Public Hearings are generally responded to immediately or the topic is continued for later response. Minutes are compiled for all Public Hearings, where public comments and responses are recorded therein. All Public Hearing locations are selected with appreciation of the need to accommodate persons with disabilities.

If significant comments are received, PPUATS will appropriately modify the PPP and redistribute a second draft for further review. This process continues until the PPUATS Policy Committee is satisfied that all comments have been appropriately addressed. A final adopted PPP is then made available to the public. In the Appendix, Table 9 outlines the approximate development schedule for the Public Participation Plan.

This document marks the fifth time PPUATS has comprehensively reviewed and updated its public participation process since the requirement was first developed in the early 1990s.

With the most recent update, a GIS analysis was completed to see the spatial efficiency of the previous 39 public review sites. The analysis revealed that many of the review sites were inefficiently clumped together and that the northern portion of the 20-Year Planning Boundary was not served by a public review site. Two staff meetings were held and it was decided the best distribution of the public review sites occurred at the locations of 20 public libraries within the 20-Year Planning Boundary.

PPUATS 20 Public Review Sites are accessible by the area's minority and low-income populations, and are accessible by mass transit. A complete list and map of public review sites can be found in Table 4 and Map 2, respectively, in the Appendix.

## **Special Transportation Plans and Studies**

Regarding special transportation plans and studies, extra efforts are made to announce and invite participation. These efforts include sending out transportation-related documents to public review sites, sending out press releases, publishing public notices, holding public meetings, and holding press conferences. BikeConnect HOI, the Heart of Illinois Regional Bike Plan, is an example of one of the most recent plans where special efforts were made.

## **Title VI and Environmental Justice**

PPUATS periodically distributes updates on the assessments of Environmental Justice and Title VI (Nondiscrimination). The Title VI report documents the spatial distribution of the area's low-income and minority population, and compares the distribution of these populations to the distribution of publicly-funded transit services and other transportation improvements.

PPUATS continues to prepare these assessments with the goal of determining whether transportation

decisions adversely impact or neglect low-income and minority persons or groups. With the release of 2010 Decennial Census and 2013 American Community Survey (ACS) 5-year Estimates data, PPUATS updated its Title VI assessment of the geographical distribution of the area low income and/or minority persons with respect to transportation in 2015.

Following the provisions laid out in Circular 4702.1B, TCRPC is required to prepare a Title VI Program comprised of the following:

- A public notice of protection against discrimination; procedures for filing a Title VI discrimination complaint;
- A public participation plan;
- A language assistance plan;
- A racial composition of non-elected related board or committee members;
- An MPO demographic profile and identification of minority population locations;
- A description of the planning procedures by which minority populations' mobility needs are identified;
- Demographic maps of minority and non-minority populations and an analysis of State and Federal public transportation fund distribution; and
- An analysis of any disparate impacts on the basis of race, ethnicity, or national origin.

The Title VI program must be approved by the MPO Policy Committee and submitted to USDOT every three years.

## **PPUATS Certification Review**

Federal guidelines require the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review the transportation planning process on a periodic basis (no less than every three years) to determine compliance with federal laws and guidelines. As a matter of practice, area officials, community leaders and members of the public are afforded opportunities

during these reviews to comment on the planning process.

Since the PPP was first developed in 1994, the FHWA and FTA have conducted seven certification reviews of PPUATS: the first in 1996, second in 1998, third in 2001, fourth in 2005, fifth in 2009, and most recently, in 2013.

During the last Certification Review in 2013, officials from the FHWA and the FTA examined all aspects of the PPUATS planning process. Over a two-day period in November 2013, FHWA and FTA officials met with PPUATS staff and participants and conducted an on-site review. A public hearing was held on the second day of the onsite certificate review, where members of the public were invited to attend and comment. Overall, the PPUATS planning process was certified to be in compliance. A document detailing the findings, comments, and recommendations of the FHWA and FTA is on file in the TCRPC offices and is available for public review at any time. The document was also distributed at TCRPC and PPUATS Technical and Policy Committee meetings.

### **Public Participation Strategies**

In addition to aiding and supporting both Committees, PPUATS staff utilizes many techniques to organize and implement public participation activities. These activities are intended to raise awareness about transportation issues and projects, allowing the public to comment and contribute to the planning process. The following section lays out PPUATS' public participation strategies:

*Public Notices* –All of PPUATS public meetings and public review periods are advertised in the Peoria Journal Star and the Pekin Daily Times. Annually in the fall, a tentative list of the year's PPUATS Policy and Technical meeting dates and times are published in both the Peoria and Pekin newspapers.

*Public Review Periods* –The public is afforded a review period to review and comment on PPUATS draft LRTP, TIP, and PPP. The public review period

is 30 days for all major PPUATS documents, except for the PPP, which has a 45-day review period. Copies of the draft documents are available on the website, at the public review sites, and upon request at the TCRPC offices.

*Public Review Sites* – All of PPUATS draft LRTP, TIP, and PPP documents are distributed to area public libraries to allow public members without internet access to review and comment on the drafts.

*TCRPC Website*–The TCRPC website provides links to PPUATS meeting agendas, minutes, committee representatives, staff contact information, news, maps, plans, and publications. The website is a convenient place to locate further information about initiatives, plans, and documents. All major PPUATS documents can be accessed via the website at <http://www.tricountyrpc.org>. TCRPC is currently working on updating the website to make it more visually appealing, organized, and mobile-friendly. TCRPC will utilize the website to make a variety of information and public participation available to the public with internet-enabled devices.

*Calendar of Events* –TCRPC maintains a regularly-updated calendar of events on their website.

*Online GIS Maps* – TCRPC provides Geographic Information System (GIS) services to municipalities. The TCRPC website includes online maps referencing different projects and community needs. PPUATS' public participation strategy includes the incorporation of online interactive maps on the TCRPC website. This enables the public to view the maps and contribute to future transportation plans.

*Social Media* – PPUATS staff utilizes social media to distribute information and advertise public events, public review periods, and public meetings. Social media can also be used to engage the public on different topics by asking questions or providing links to online planning and engagement tools, such as interactive maps and surveys.

*Mailing List* – PPUATS' primary mailing list has evolved and grown throughout the years. The

mailing list includes press and media contacts, Policy and Technical Committee members, elected and appointed officials, member agency staff, local Chambers of Commerce, transportation providers, advocacy groups, civic groups, and other interested organizations and citizens. PPUATS staff utilize the direct mail and email list to distribute information and advertise public events, review periods, and meetings. If you would like to be added to our mailing list, please contact us using the information below:

Tri-County Regional Planning Commission  
456 Fulton Street ▪ Suite 401 ▪ Peoria, Illinois 61602  
Phone: (309)679-9330 ▪ Fax: (309)673-9802  
E-mail: [info@tricityrpc.org](mailto:info@tricityrpc.org)  
Website: [tricityrpc.org](http://tricityrpc.org)

*Public Meetings* – PPUATS holds three public hearings during the public review periods. These public hearings allow the public to learn more about draft plans and to comment on the plans. All PPUATS Policy and Technical meetings are open to the public. In some cases, Ad Hoc groups are formed for specific projects or issues. PPUATS also holds other types of meetings including open houses, transportation symposiums, and workshops.

*Brochures and Flyers* – Materials with general information about PPUATS or to announce upcoming meetings and events are distributed to public places such as city and town halls, public libraries, post offices, and community centers. These materials can also be distributed via the PPUATS website, mailing lists, and social media.

*Newsletters* – PPUATS staff utilizes newsletters to inform the public of general and ongoing programs and projects, as well as targeted newsletters for special transportation plans and studies. The website, mailing list, and social media are used to distribute newsletters.

*Public Service Announcements and Press Releases* – Public Service Announcements are utilized as a marketing tool to announce a special event or new campaign PPUATS is developing. Press Releases provide media outlets the basic information they

need to develop news stories on current and future PPUATS projects.

*Comment Forms* – Comment forms are often used to solicit community input on specific topics, plans, and events at workshops, public meetings, community events, and public review sites during public review periods.

*Online Planning and Engagement Tools* – Not every resident has the time or means to attend public meetings to comment and give their input. Having an online tool that allows residents to provide comments and give their input on their own schedule allows for a more diverse participation base. A variety of online resources may be used to encourage public participation and to gather input, such as online interactive maps, online surveys, interactive forums, and blogs.

*Innovation Board* – The Innovation Board is a portable chalkboard custom-built by TCRPC staff to gather input from residents at community events. Questions such as, “What do you think are the region’s biggest transportation challenges?” are written on the board, and residents are able to use sidewalk chalk to write their responses. The Innovation Board proves to be a fun way to engage residents in supplying their input on area transportation needs and concerns.

*Focus Groups* – Focus Groups allow PPUATS staff to obtain detailed input from stakeholders on a variety of topics. Numerous questions and activities are included in Focus Groups to facilitate group discussion, interaction, and input. Stakeholders will be identified during the beginning stages of the planning process and invited to participate in all public participation activities.

*Presentations* – PPUATS staff will develop and present information to the public and interested communities and organizations by request to better help visualize and understand draft plans, planned improvements, and the transportation planning process.



*Visualization Techniques* – PPUATS will use different types of visual media to convey information about draft plans, planned improvements, and the transportation planning process. Some examples of visualization techniques are charts, graphs, maps, models, photos, renderings, and videos.

participation strategies. Surveys and comment forms are used to better understand the public’s perception of community participation activities and allow them to note how they heard of the event or online engagement tool. This information will be utilized to better gauge the effectiveness and plan for future public participation strategies.

## **Evaluating the Public Participation Strategies**

The Public Participation Plan outlines PPUATS’ roles and responsibilities toward meeting federal and state requirements. The PPP serves as a roadmap to continue to involve stakeholders and the public in the transportation planning process. A measurement metric is needed to determine the effectiveness of the techniques and strategies outlined in this plan.

As illustrated in the Public Participation Regulation component of this plan, federal law stipulates that MPOs must be inclusive in the transportation planning process. PPUATS staff has the responsibility of periodically updating the Environmental Justice and Title VI report. The Title VI report documents the spatial distribution of the area’s low-income and minority population, and compares the distribution of these populations to the distribution of publicly-funded transit services and other transportation improvements.

During the evaluation of the public participation techniques, it is important to measure the effectiveness of the public participation efforts to ensure their inclusivity of all populations in the 20-Year Planning Boundary. It is important to maintain demographic records of all participants in the planning process. This can be done by including demographic questions on surveys and comment forms. This can also be completed by planning outreach events for traditionally underserved populations, such as disabled, minority, and low-income community members.

Table 3 identifies evaluation criteria, performance goals, and methods to reach the goals for each public participation strategy. PPUATS is interested in maintaining the effectiveness of the different public

Table 3: Evaluation Metrics for Public Participation Strategies

Public Participation Strategy	Performance Measure	Evaluation Criteria	Methods to Meet Goals
Public Notices	Advertise all required public hearings	All required public hearings are advertised in the required amount of days in advance	Ensure a plan is in place to advertise public hearings in advance
Public Review Periods	Advertise all required public review periods using multiple public participation strategies	Comments and inquiries	Ensure a plan is in place to advertise public review periods in advance
Public Review Sites	Maintain up-to-date documents at 100% of the identified sites	Comments and inquiries	Promote the hours of operation and locations of the documents at the different sites
TCRPC Website	Annual increase in unique website visitors	Use Google Analytics report to determine number of hits/users	Use different public participation strategies to promote TCRPC website; update and maintain the content of the website regularly
Calendar of events	Keep calendar current	Calendar reflects all currently known events	Post on website in a timely manner
Online GIS Maps	Annual increase in unique website visitors; utilizing interactive maps to gather input from the public	Use Google Analytics report to determine number of hits/users; Number of comments and engagements	Use different public participation strategies to promote TCRPC online GIS maps; update and maintain the content of the GIS maps regularly
Social Media	Create and maintain profiles on existing and new social media platforms.	Number of followers and engagements	Provide information, announcements, links to online planning and engagement tools, and pose open-ended questions to encourage online discussions about related transportation topics and issues

Public Participation Strategy	Performance Measure	Evaluation Criteria	Methods to Meet Goals
Mailing List	Reaches a minimum of 80% of recipients	Number of persons reached	Update mailing list based on undeliverable mail; categorize list to accurately target interested parties; monitor e-mail opening rate
Public Meetings	Seek attendance from citizens, stakeholders, representatives and groups from affected neighborhoods	Attendance, comments, inquiries	Schedule at convenient times and locations
Brochures and Flyers	Materials readily available and distributed on request	Comments and inquiries	Have materials available at public events and by request; use the mailing list, website, and social media to help distribute when needed
Newsletters	Reaches a minimum of 80% of recipients	Number of persons reached	Update mailing list based on undeliverable mail; monitor e-mail opening rate
Public Service Announcements and Press Releases	Seek coverage from media outlets that reach the PPUATS region	Number of news stories generated	Provide accurate and important information to regional media outlets
Comment Forms	50% of meeting attendees fill out or 80% of focus group attendees fill out	Attendance, comments, responses, and inquiries	Encourage responses by explaining the importance of receiving feedback to improve the planning process
Online Planning and Engagement Tools	Increase the number of contacted persons that participated with the online tools	Number of responses, comments, and engagements	Encourage responses by explaining the importance of receiving feedback to improve the planning process; Promote using a variety of public participation strategies

Public Participation Strategy	Performance Measure	Evaluation Criteria	Methods to Meet Goals
Innovation Board	80% of visitors interact with the tool	Attendance, comments, responses, and inquiries	Encourage responses by explaining the importance of receiving feedback to improve the planning process
Focus Groups	Seek attendance from stakeholders, representatives and groups from affected neighborhoods	Attendance, comments, inquiries	Schedule at convenient times and locations; hold multiple focus groups to allow for options
Presentations	Market presentation opportunities to area boards and groups using different public participation strategies	Attendance, comments, inquiries	Seek opportunities to present transportation plans, projects and the planning process to area village and city councils, neighborhood associations, civic groups, and organizations
Visualization Techniques	Increase the number of comment forms and web users from attendees that find the graphics and other visualization techniques helpful	Comments and inquiries	Include a variety of graphics and other visualization techniques online and during public meetings, hearings, workshops, etc. to provide a better understanding of the transportation planning process

## Appendix

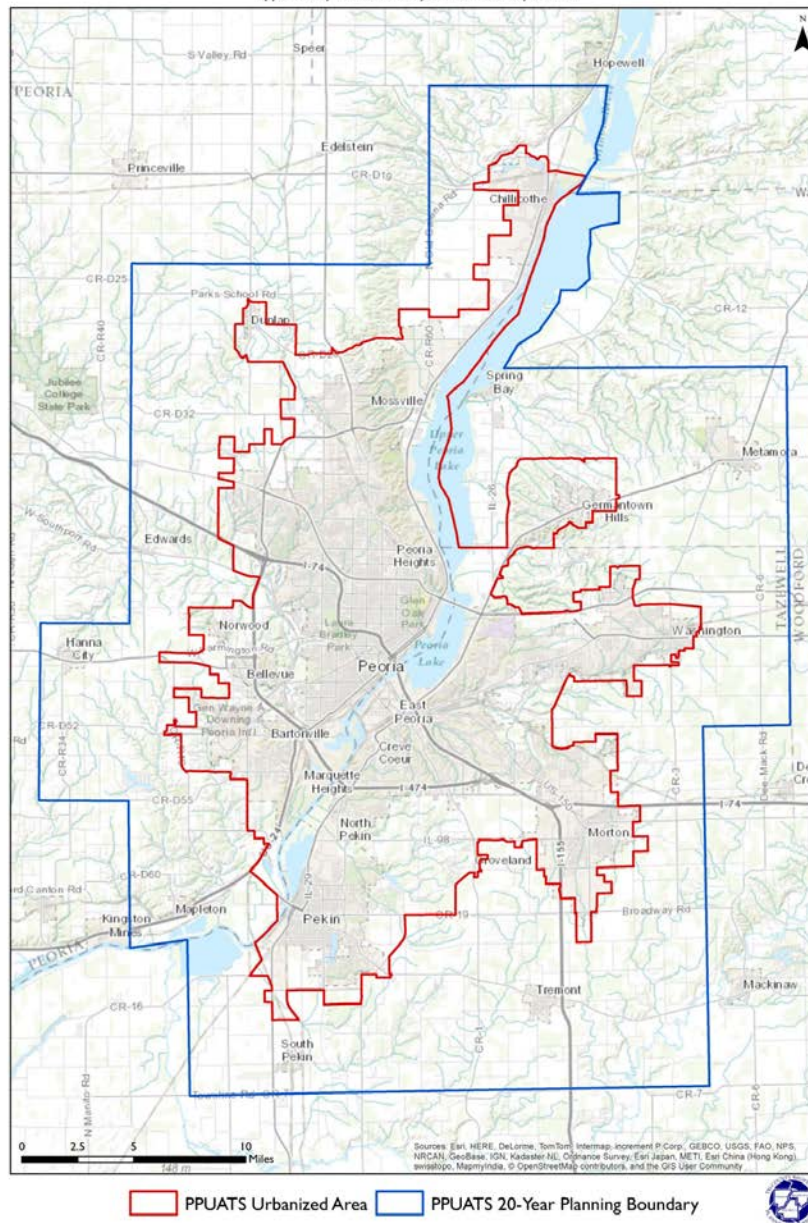
### Planning Area

This map shows a visualization of the Urbanized Area and the 20-Year Planning Boundary. The Urbanized Area is defined by the US Census Bureau in accordance with strict population density criteria. Urbanized Area boundaries tend to be jagged and irregular. For transportation planning purposes, MPOs can adjust the urbanized area to round-off the sometimes jagged and irregular boundaries. The 20-Year Planning Boundary is the area that is expected to be urbanized in the next 20-25 years.

*Map 1: 2014 PPUATS Transportation Boundaries*

### 2010 PPUATS Urbanized Area and 20-Year Planning Boundary

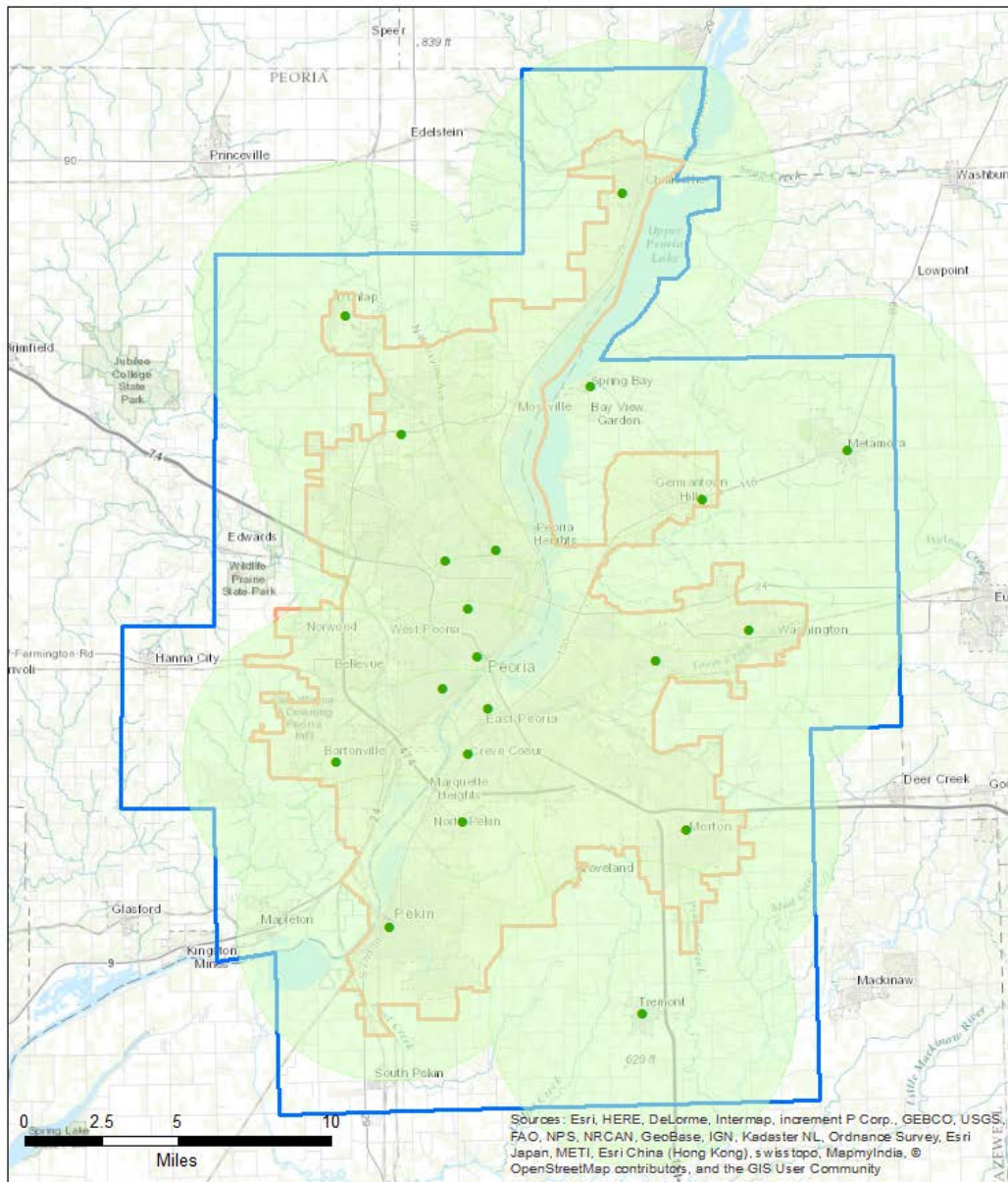
Approved by PPUATS Policy Committee May 7, 2014



**Public Review Sites**

With this Public Participation Plan update, a GIS analysis was completed to see the spatial efficiency of the previous 39 public review sites. The analysis revealed that many of the review sites were clumped together and duplicitous, and that the northern portion of the 20-Year Planning Boundary was not served by a public review site. Two staff meetings were held, and it was decided the best distribution of the public review sites occurred at the locations of 20 public libraries within the 20-Year Planning Boundary.

*Map 2: Public Review Sites*



- Public Review Sites
- 5 Mile Radius
- ▭ Urbanized Area
- ▭ 20-Year Planning Boundary



*Table 4: Public Review Sites*

Name	Branch Name	Address	City	State	Zip
Peoria Public Library	Main Library	107 NE Monroe St	Peoria	IL	61602
Peoria Public Library	McClure Branch	315 W McClure Ave	Peoria	IL	61604
Peoria Public Library	Lakeview Branch	1137 W Lake Ave	Peoria	IL	61614
Peoria Public Library	Lincoln Branch	1312 W Lincoln Ave	Peoria	IL	61605
Peoria Public Library	North Branch	3001 West Grand Pkwy	Peoria	IL	61615
Peoria Heights Public Library		816 E Glen Ave	Peoria Heights	IL	61616
Fondulac District Library		400 Richland St	East Peoria	IL	61611
Washington District Library		380 N Wilmor Rd	Washington	IL	61571
Washington District Branch Library		16 Sunnyland Plaza	Washington	IL	61571
Creve Coeur Public Library		311 N Highland St	Creve Coeur	IL	61610
Alpha Park Public Library		3527 S Airport Rd	Bartonville	IL	61607
Marquette Heights Public Library		715 Lincoln Rd	Marquette Heights	IL	61554
Morton Public Library		315 W Pershing St	Morton	IL	61550
Pekin Public Library		301 S 4th St	Pekin	IL	61554
Germantown Hills Library		101 Warrior Way	Germantown Hills	IL	61548
Dunlap Public Library		302 S 1st St	Dunlap	IL	61525
Spring Bay Branch Library		411 Illinois St	Spring Bay	IL	61611
Illinois Prairie District Public Library		208 E Partridge St	Metamora	IL	61548
Chillicothe Public Library District		430 N Bradley Ave	Chillicothe	IL	61523
Tremont District Library		215 S Sampson St	Tremont	IL	61568

### General LRTP Development Schedule

The PPUATS Long-Range Transportation Plan (LRTP) is developed in the interest of promoting, developing, and maintaining a safe and efficient multi-modal transportation system that will meet the needs of the area’s citizens, businesses, and industries over a much longer time span than planned in the TIP. By federal law, the LRTP considers a time span of 20-25 years and, like the TIP, can only include those projects or improvements for which there is sufficient funding based on reasonable forecasts. (The PPUATS LRTP includes projects that will be needed in the future, but do not have a reasonably assured potential funding source. These projects are programmed beyond the 20-year time span and known as illustrative projects.)

PPUATS developed the first comprehensive LRTP in the late 1960s. A full revision of the basic foundations of the previous LRTP plan was completed in the 2015 LRTP.

By law, the Plan must be comprehensively updated, adopted, and republished every five years, at a minimum. Assuming roughly 10-12 months to accomplish the process, Table 5 outlines the LRTP Development Schedule generally followed by PPUATS. Below is the general LRTP Development Schedule:

*Table 5: General LRTP Development Schedule*

Month	Activities
One & Two	PPUATS announces the <b>LRTP</b> update is scheduled for the following fiscal year.
	Technical Committee forms an <b>LRTP</b> Subcommittee to provide direction to Tri-County Regional Planning Commission, and to encourage public input on the <b>LRTP</b> .
Three	<b>LRTP</b> Subcommittee determines if work is to be done in-house or with consultant assistance. If by consultant, RFPs are issued, consultant selected, and scope and contract negotiated.
Four, Five, Six, Seven, & Eight	Documents, reports, resolutions and other work pertinent to the update are assembled; copies are provided to the Subcommittee and made available to the public.
	A detailed and updated schedule is prepared, including meetings, times, and locations.
	New State/Federal requirements are investigated and summarized, summary reported to Policy and Technical Committees.
	Transportation Symposium is held to receive input/direction from the public on transportation priorities for the Tri-County area.
	Input/direction is sought by PPUATS Policy Committee.
Nine, Ten, & Eleven	<i>Preliminary Draft</i> of the <b>LRTP</b> update is developed.
	<i>Preliminary Draft</i> distributed to PPUATS Policy and Technical Committee, and PPUATS mailing list.
	<b>Public Notices</b> are published in Peoria Journal Star and Pekin Daily Times for three days, beginning the 30-day public review period.
	Three <b>Public Hearings</b> are held to allow for public comment. The public hearing times will be announced in the Public Notices.
	Comments invited/reviewed at PPUATS Policy and Technical Meetings
	<i>2nd Preliminary Draft</i> of the <b>LRTP</b> update is developed, if necessary.
	<i>2nd Preliminary Draft</i> distributed to PPUATS Policy and Technical Committee, and PPUATS Public Review Sites.
	Further comment invited at regular meetings.
Twelve	Discuss <b>LRTP 2nd Draft</b> and receive comments at PPUATS Technical Committee meeting. Public comments are addressed. Recommend <b>LRTP</b> for Policy Committee approval.
	Discuss <b>LRTP 2nd Draft</b> , receive comments, and Technical Committee recommendations at PPUATS Policy Committee. Public comments are addressed. If no further discussion is needed, PPUATS Policy adopts <b>LRTP</b> document.
	Discuss adopted <b>LRTP</b> at the Tri-County Regional Planning Commission where the document is received and filed.



**Annual TIP Development Schedule**

The Transportation Improvement Program (TIP) is prepared annually to coordinate major improvements among the many jurisdictions in the Peoria Metropolitan Area and to encourage greater citizen knowledge and involvement in selecting and assigning priority to transportation improvements. The TIP is a detailed list of all transportation projects to be funded with federal and state dollars in the next four years.

The first year of the TIP is the “implementation year,” and the second, third and fourth years are the “out years.” Ideally, a project will first be identified in the third year of the TIP, and will then over the next three TIPs advance to the “implementation year.” Sometimes, projects may advance faster than others, and sometimes projects may be listed under the “implementation year” its first year in the TIP. Conversely, some projects may stay in the “out years” for several years before reaching the “implementation year,” or may even be dropped entirely as community priorities change.

The TIP is generally prepared to coincide with IDOT’s fiscal year, from July 1st through June 30th. For example, the implementation of FY 2017 TIP programs would be between July 1, 2016 and June 30, 2017. The document will also list projects proposed for FY 2018, FY 2019, and FY 2020 (7/1/2016 - 6/30/2020).

Work on the TIP begins approximately six months prior to the start of the fiscal year, in January and February of each year. However, input for the TIP from the various jurisdictions begins sooner in many cases and is complicated by the differing fiscal years of the various federal, state, and local jurisdictions. Citizens seeking to influence project selection are urged to begin contacting the officials in the various jurisdictions no later than six months before the start of the jurisdiction’s fiscal year. In addition, some jurisdictions, such as IDOT, internally prepare improvement programs covering longer time spans.

*Table 6: PPUATS Member Agencies Fiscal Year Start Dates*

Dates	Jurisdiction
1-May	City of Chillicothe
1-May	City of East Peoria
1-May	City of Pekin
1-Jan	City of Peoria
1-May	City of Washington
1-May	City of West Peoria
1-Jul	CityLink
1-Jul	Illinois Department of Transportation
1-Jan	Peoria County
1-Jul	PPUATS
1-Dec	Tazewell County
1-May	Village of Bartonville
1-May	Village of Creve Coeur
1-May	Village of Germantown Hills
1-May	Village of Morton
1-May	Village of Peoria Heights
1-Dec	Woodford County

Table 7 outlines the typical schedule for the annual TIP development. Various parts of this schedule may have to be compressed or expanded to accommodate unforeseen conditions, but every effort will be made to allow reasonable amounts of time and opportunities for public input.

*Table 7: Annual TIP Development Schedule*

Dates	Activities
Jan - Feb	<b>Deliberations for next year’s TIP begin.</b> The <b>TIP</b> is placed on the agendas of the Technical and Policy Committee meetings. Agendas are mailed out through the PPUATS mailing list, inviting public comment. Mass transit and paratransit providers are also contacted.
	Progress reports are reviewed on projects in the current <b>TIP</b> .
	Federal funding forecasted, available, and recently spent on specific projects is reviewed and reported. Federal funding allocated and unallocated on specific projects is also reviewed and reported. Special attention is given to federal sources.
	Comments or proposals regarding the project selection criteria, or priorities for the use of federal Surface Transportation Program funds and the methodology for sub-allocating federal transit subsidies, are accepted by PPUATS.
	New proposals or requests for the use of special federal/state funds for Paratransit are accepted by PPUATS.
	Input from CityLink, Pekin Municipal Bus, Rural Peoria County Council on Aging, and Tazewell County (We Care) is noted.
	Pertinent material related to recent Transportation Plan changes or other special technical studies conducted the previous year is presented.
March	Staff prepares <i>Draft</i> of the <b>TIP</b> . <i>Draft</i> is distributed to Technical Committee.
April	Staff distributes <i>Draft</i> of the <b>TIP</b> to the Policy Committee.
	<b>Public Notices</b> are published in the Peoria Journal Star and Pekin Daily Times for three days, beginning the 30-day public review period.
	Three <b>Public Hearings</b> are held for the public to make comments.
May	Discuss <b>TIP Draft</b> and receive comments at PPUATS Technical Committee meeting. Public comments are addressed. Recommend <b>TIP</b> for Policy Committee approval.
June	Discuss <b>TIP Draft</b> and receive comments and Technical Committee recommendations at PPUATS Policy Committee. Public comments are addressed. If no further discussion is needed, PPUATS Policy adopts <b>TIP</b> document.
	Discuss adopted <b>TIP</b> at the Tri-County Regional Planning Commission where the document is received and filed.
July	If changes to the <b>TIP</b> are needed as a result of the comments, the changes are noted. The Policy Committee determines if changes are significant enough to delay adoption and extend the public comment period. If changes are significant, adoption is delayed a minimum of one week. If quick adoption is not needed to allow a project bidding, adoption may be delayed until the following regular meeting.
August - December	Progress on the implementation of the projects in the <b>TIP</b> is reported to the PPUATS Technical and Policy Committees, and is documented as part of the meeting minutes.

**Annual UWP Development Schedule**

The Unified Work Program (UWP) is prepared annually. Even though formal work on the UWP does not normally begin until the January or February months, PPUATS begins consideration of items to be included in the following year’s UWP as early as September or October. For this reason, individuals and/or organizations seeking planning work on a special topic should approach PPUATS as early as possible. The following schedule of activities related to the development of the UWP is proposed as an annual recurring process. Various parts of this schedule may have to be compressed or expanded to accommodate unforeseen conditions, but every effort is made to allow reasonable amounts of time and opportunities for public input. Table 8 outlines the UWP Development Schedule:

*Table 8: Annual UWP Development Schedule*

Dates	Activities
October	Initial considerations begin for the following year’s <b>UWP</b> .
January - February	IDOT issues funding marks for coming years. Open discussion of <b>UWP</b> begins at all regular meetings at Tri-County Regional Planning Commission.
February - March	<i>Preliminary Draft</i> of <b>UWP</b> is distributed at all regular PPUATS meetings and to Tri-County Regional Planning Commission. Discussion on the <b>UWP</b> is placed on all agendas.
March	Present <b>UWP Draft</b> to PPUATS Technical Committee. Submit <b>UWP Draft</b> to IDOT for review and comment. Present <b>UWP Draft</b> to Tri-County Regional Planning Commission.
April	Present <b>UWP Draft</b> to PPUATS Policy Committee Local match (20%) assurance sought. Present <b>UWP Final Draft</b> to PPUATS Technical Committee.
May	Present <b>UWP Final Draft</b> to PPUATS Policy Committee. Present <b>UWP Final Draft</b> to Tri-County Regional Planning Commission where the document is received and filed.

**PPP Development Schedule**

The following is the schedule for the development and adoption of this PPP update. This schedule will be extended to allow further public review if significant changes are made to the draft. Subsequent updates will be repeated periodically or whenever a significant change to the process is contemplated, in accordance with a similar notification procedure and schedule. Table 9 outlines the PPP Development Schedule:

*Table 9: 2017 PPP Development Schedule*

Dates	Activities
May	Develop <b>Public Participation Plan (PPP)</b> Draft.
	Distribute <b>PPP</b> Draft to PPUATS Technical & Policy Committees, PPUATS Mailing List, and to the Public Review Sites.
	Publish <b>Public Notices</b> in Peoria Journal Star and Pekin Daily Times for three days, beginning the 45-day public review period.
June - July	Hold three <b>Public Hearings</b> for Citizens to comment on the plan.
July	Discuss <b>PPP Draft</b> and receive comments at Technical Committee meeting. Recommend PPP for Policy Committee approval.
August	Discuss <b>PPP Draft</b> and receive comments at Policy Committee. If no revisions, adopt PPP document.
July - August	If changes have been significant, redistribute revised <i>2nd Draft</i> to PPUATS Technical Committee
	Discuss the revised <i>2nd Draft</i> at Technical Committee meeting. Recommend <b>PPP</b> for Policy Committee approval.
	Discuss revised <i>2nd Draft</i> at Policy Committee meeting. If no revisions, adopt <b>PPP</b> document.